

Approved For Release 2001/05/01 : CIA-RDP81-00142R000500050014-0

DD/A 78-1876/3

24 May 1978

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

DD/A Registry
File Personnel

FROM : Associate Deputy Director for Administration
SUBJECT : Inter-Directorate Rotational Assignment ~~DS~~
REFERENCE : Memo frm DDCI to DDA, DDNFAC, DDO, DDS&T,
Chmn, ExCSB, dtd 18 May 78, Same Subj

1. (U) This memorandum is to confirm our discussion at the morning meeting on 23 May 1978 concerning the Inter-Directorate Rotation. The DDCI's letter on this subject is attached for your information and guidance.

2. (U) Each Office Director, with the exception of D/MS, is requested to select two positions in the GS-13 to GS-15 range for consideration for the program. Details on position functions should be prepared. Please do not stipulate restrictive parameters making the selection of personnel for these positions difficult. Obviously, if some type of specialist i.e. engineer, accountant, is necessary, it should be so noted.

3. (U) Two nominees from each Office including OMS should be selected. We will need the rankings of each of these persons within your Office, and they should be persons you see as supergrades in the future.

4. (U) The effective date of this program is not known at this time. Please indicate when the positions and persons will be available.

Marked Conf. denied in error.

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~~CONFIDENTIAL~~


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41/DDA 7/4/78

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5. (U) The information requested in this and the attached memorandum should be forwarded to the DDA/CMO not later than close of business 9 June 1978. The consolidated DDA information will be forwarded to the Director of Personnel by 16 June 1978.

25X1A

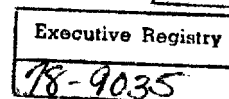
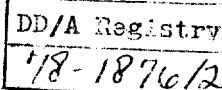

Michael J. Malanick

Attachment
As stated

Distribution:

Orig - D/OC
1 - Each Add Adse
① - DDA subj
1 - DDA chrono
1 - MJM chrono
1 - DDA/CMO chrono
1 - DDA/CMO subj file
DDA/CMO:PDA:jls (24 May 78)

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18 May 1978

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

FROM : Deputy Director of Central Intelligence

SUBJECT : Inter-Directorate Rotational Assignments

1. The Director and I have concluded that, in order to encourage more inter-Directorate rotational assignments and to develop future Agency managers, a more comprehensive Agency-wide rotational program will be instituted. As an add-on to the Personnel Development Program (PDP), we wish to identify 30 positions throughout the Agency that can be used for cross-Directorate developmental purposes. The number of positions to be so designated are seven by each of the Directorates and two by the "E" Career Service.

2. In designating these positions you should consider only career-enhancing staff or line-type positions that would add to the professional growth of the individuals assigned to them. The grades of the positions should range from GS-13 to GS-15.

3. Please provide a description of the functions to be performed in each designated position to the Director of Personnel by 16 June 1978.

4. After all positions have been identified, you will be asked to propose candidates to fill these positions. The Office of Personnel will match individual credentials of these candidates with the proposed duties of the job and will submit recommendations to the appropriate component managers.

5. To emphasize the importance of this program and to ensure that Agency managers of the future are properly developed, cross-Directorate service will be given additional value when recommending employees for promotion to GS-16 and above. This rotational assignment program is a major part of a comprehensive effort to develop well-rounded and effective managers in the Agency.



Frank C. Carlucci

STATINTL

DD/A Registry

File Personnel

16 JUN 1978

MEMORANDUM FOR: Director of Personnel

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Inter-Directorate Rotational Assignments (U)

REFERENCE : Memo frm DDCI to DDA, DDNFAC, DDO, DDS&T,
Chmn, ExCSB, dtd 18 May 78, Same Subj

1. (U) In accordance with paragraph three of the reference, the DDA designates the following seven positions for utilization in the cross-Directorate developmental program:

| | <u>Position Number</u> | <u>Grade</u> | <u>Title</u> |
|----|----------------------------|--------------|-----------------------------|
| a. | GC-94 | GS-14 | Admin Officer |
| b. | AR-29 | GS-14 | Admin Services Officer A CH |
| c. | FP-06 | GS-15 | Comp Systems Analyst CH |
| d. | BC-90 | GS-14 | Instructor-Intel |
| e. | FM-08 | GS-15 | Personnel Officer SAS |
| f. | | GS-13 | Personnel Security Officer |
| g. | AH-35 | GS-14 | Secretariat Officer D CH |

2. (U) Attached are position descriptions (keyed to the listing) of the functions to be performed in each designated position. We believe the selected positions will provide a challenging dynamic environment which will serve to stimulate the professional growth of assigned inter-Directorate officers.

/s/John F. Blake
John F. Blake

Attachments
As stated

Distribution:

Orig - Adse

① - DDA subj (w/o att)

1 - DDA chrono (w/o att)

1 - JFB chrono

1 - DDA/CMO subj file (w/att)

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DDA/CMO:THL:jls (14 June 1978)

ADMINISTRATIVE INTERNAL USE ONLY

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| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM | | | |
|--|------------------|--------------------------|----------------|
| UNCLASSIFIED | | CONFIDENTIAL | SECRET |
| OFFICIAL ROUTING SLIP | | | |
| TO | NAME AND ADDRESS | DATE | INITIALS |
| 1 | <i>Mike</i> | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| <input type="checkbox"/> | ACTION | <input type="checkbox"/> | DIRECT REPLY |
| <input type="checkbox"/> | APPROVAL | <input type="checkbox"/> | DISPATCH |
| <input type="checkbox"/> | COMMENT | <input type="checkbox"/> | FILE |
| <input type="checkbox"/> | CONCURRENCE | <input type="checkbox"/> | INFORMATION |
| <input type="checkbox"/> | | <input type="checkbox"/> | PREPARE REPLY |
| <input type="checkbox"/> | | <input type="checkbox"/> | RECOMMENDATION |
| <input type="checkbox"/> | | <input type="checkbox"/> | RETURN |
| <input type="checkbox"/> | | <input type="checkbox"/> | SIGNATURE |
| Remarks: <div style="text-align: center; font-size: 1.5em; margin-top: 20px;"> <i>I have another thought on this - let's check for a minute</i> <i>John</i> </div> <div style="text-align: right; margin-top: 20px;"> 22 MAY 1978 </div> | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE |
| | | | |

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| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM | | | |
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| UNCLASSIFIED | | CONFIDENTIAL | |
| OFFICIAL ROUTING SLIP | | | |
| TO | NAME AND ADDRESS | DATE | INITIALS |
| 1 | <i>Mick</i> | | |
| 2 | | | |
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| 4 | | | |
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| | ACTION | DIRECT REPLY | PREPARE REPLY |
| | APPROVAL | DISPATCH | RECOMMENDATION |
| | COMMENT | FILE | RETURN |
| | CONCURRENCE | INFORMATION | SIGNATURE |
| Remarks: <i>Have Office Director identify positions & prepare description of persons & get them done by 9 June. That way we will have time to review & change if we must.</i> | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE |
| | | | |

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| | | |
|-------------------------|----------|--------------------------|
| TRANSMITTAL SLIP | | DATE <i>18 May 78</i> |
| TO: <i>DDA</i> | | |
| ROOM NO. | BUILDING | |
| REMARKS: | | |
| | | |
| FROM: <i>DDC</i> | | |
| ROOM NO. | BUILDING | EXTENSION |

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)